

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. M - 57

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Agency

TOWN OF RIDGELY

Division/Unit

POLICE

Item No.	Description	Retention
1)	POLICE RECORDS INCLUDING TICKETS/CITATIONS, ACCIDENT REPORTS, INCIDENT REPORTS, DAILY REPORTS AND MISCELLANEOUS GENERAL CORRESPONDENCE.	RETAIN FOR TEN (10) YEARS THEN DESTROY. MATERIALS HAVING CONTINUING LEGAL OR ADMINISTRATIVE VALUE, RETAIN UNTIL VALUE CEASES, THEN DESTROY.

Schedule Approved by Department,
Agency,
or Division Representative.

Date 4/14/97

Signature _____

Typed Name J. MICHAEL DOWNES

Title TOWN ADMINISTRATOR

Schedule Authorized by State Archivist

Date MAY 5 1997

Signature Edward C. Papenfuss

DGS 550-1 (Rev. 1/93)

Figure 3